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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

DATE: 6 November 1951

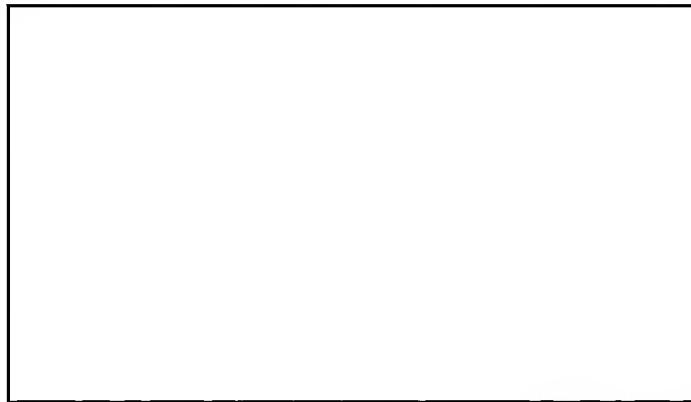
FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Activities - October 1951

The following report of activities of the Transportation Division during the month of October is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:



186 local hauls in and around Washington

2. Que Building Motor Pool Operations:

899 total trips made
 39.0 average number of trips per day
 9887 total miles operated
 429.8 average miles per day
 4.3 average number of cars in pool per day
 11.3 average miles per trip
 45.0 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
August	13,778	1122	599.0
September	9,300	691	489.4
October	9,887	899	429.8

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 26,796 passengers, an average of 1165.0 per day.

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3. Following is a report of the activities of the Garage: 25X1

During the month ten (10) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs		- 64
*Labor	- \$1127.25	
Parts	- \$ 608.95	
Repair Jobs Performed Outside		- 16
Labor	- \$ 399.83	
Parts	- \$1364.30	
Maintenance Work		- 89
*Labor	- \$ 835.25	
Parts	- \$ 29.12	

*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)	
Cars Washed	- 233
Cars Lubricated	- 109
Other Service Jobs	- 90

The total value of labor performed by the mechanics in the garage during the month was \$1962.50, compared with their salaries of \$1021.00, indicating a saving of \$941.50. The value of labor performed by the Mechanic's Helpers was \$812.30, compared with salaries of \$816.64, indicating a loss of \$4.34, an overall saving of \$937.16 for the month.

During the month the Transportation Division hauled 1,935 cases, total weight, 286,146 pounds, to the various ports and air terminals for export shipment.

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4. Fifty-two passenger cars operated 65,167 miles; thirty-three (33) trucks operated 15,744 miles; while six (6) buses operated 15,744 miles, a grand total of 124,437 miles. STATINTL

5. Volume of work and flow of personnel through the of the Transportation Division was as follows:

Rail Reservations		Fare Quotations	
Airline Reservations		Persons Processed Overseas	
Steamship Reservations		Domestic Travelers	
Hotel Reservations		Transportation Requests	

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